

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**MONDAY, APRIL 11, 2016**

**1. CALL TO ORDER**

President Doug Hayes called the meeting to order at 6:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Commissioners present: Raeanne Danielowski, Jim Dickinson, Dave Gast, Greg Green, Doug Hayes, Steve Pflieger, Darek Vetsch, and Mike Wallen (arrived at 6:17 p.m.)..  
Commissioners absent: Norm Leslie.

Also present: Community Development Director Hanna Klimmek and Administrative Assistant Sandy Petrowski.

**4. ADOPT AGENDA**

Commissioner Vetsch motioned to approve the agenda as presented. Seconded by Commissioner Green, unanimous ayes, motion carried.

**5. APPROVE BLEDA MEETING MINUTES OF MARCH 14, 2016**

Commissioner Vetsch motioned to approve the March 14, 2016 BLEDA minutes. Seconded by Commissioner Danielowski, unanimous ayes, motion carried.

**6. BLEDA BUSINESS ITEMS**

**6A. REQUEST FOR EXTENSION OF COMMENCEMENT DATE FOR NORTHERN STAR APARTMENTS – PHASE II**

Community Development Director Hanna Klimmek provided background information on the request for an extension of the commencement date for the Northern Star Apartments Phase II which, per the TIF Agreement, was to commence on May 30, 2016. She reported Metes & Bounds was asking for an extension to the original commencement date in order for them to do their due diligence in making sure everything is in order prior to pulling permits and breaking ground. Metes & Bounds is proposing that the new commencement date for Phase II of the Northern Star Apartments would be no earlier than August 31, 2016; however, they will still meet the completion date of September 1, 2017, as stated in the TIF Agreement.

Klimmek stated that staff has contacted Ms. Mary Ippel, representative for the Bond Council for this project, and it was recommended that, if the request for an extended commencement date is approved, a letter signed by the BLEDA Chair, Mayor, City Administrator, and Community Development Director would be sent to Metes & Bounds. This letter would take the place of an amendment to the TIF Agreement and would state: "The City of Big Lake will not consider Phase II of Northern Star Apartments in default of the TIF Agreement if the developer does not commence by May 30, 2016. However, Metes & Bounds must commence by August 31, 2016 and complete the project by the original deadline of September 1, 2017."

After discussing the request, it was the consensus of the Board to direct staff to work with Ms. Ippel of Metes & Bounds to draft and execute a letter extending the commencement date for Phase II of the Northern Star Apartments to August 31, 2016 as discussed.

## **6B. BLEDA BUDGET**

Klimmek reported that Finance Director Wegeleben did not have any items of concern noted in the budget documentation but staff could forward any questions or comments to her. There were no questions for staff; no action was required or taken by the Board.

Commissioner Wallen arrived at 6:17 p.m.

## **6C. COMMUNITY DEVELOPMENT UPDATE**

Klimmek reviewed the following items:

### **1. Business Retention & Expansion Visits:**

<b>DATE</b>	<b>BUSINESS</b>
03/16/2016	White Bear Clothing Co.

### **2. Training Opportunity:**

Staff attended the 2<sup>nd</sup> class in the Economic Development Certification series (April 4<sup>th</sup> through the 8<sup>th</sup>), with the class focusing on Business Credit Analysis.

### **3. Broadband:**

Staff have been approached by a local internet provider that is interested in providing another option for the gap in internet service within the Big Lake Industrial Park. The provider has initiated its own feasibility study within the industrial park to better understand the needs of the businesses. This provider has met with many business owners, one-on-one, and is currently trying to get enough commitments from them to justify pursuing becoming a tenant on the City water tower.

With 40% business commitment within the industrial park, the internet provider will have the ability to provide high-speed, wireless internet the first year of service and then seamlessly hook everyone up to fiber within the 2<sup>nd</sup> year. They do not have this commitment percentage met as of yet.

#### **4. Farmers Market:**

Staff has started the process of hiring the chosen candidate to fill the Farmer's Market Internship Opportunity. After a background check, Personnel Committee recommendation, and Council approval, the internship can begin. The intern will be with the City from May through September and will be giving a closing presentation during the regularly scheduled City Council meeting on October 12<sup>th</sup>.

The City is now accepting vendor applications through April 29<sup>th</sup> – Application and Policy Packets can be found on the City website. To date, there are seven approved vendors.

#### **5. Comprehensive Housing Study Update:**

The City of Big Lake has been awarded a \$4,000 project grant from the Initiative Foundation to be used for a Comprehensive Housing Study Update. The update will be done sometime in August 2016 and will be completed by Maxfield Research & Consulting, LLC.

#### **6. New Development:**

Town Square Luxury Apartments – Multi-Family, Market Rate, Rental Building consisting of 29 units, which provides an economic value of \$2.6 Million to the City.

Kwik Trip broke ground the first week of March and is scheduled to open in July 2016. This project adds \$4.9 Million of economic value to the City and will be hiring 25-30 people.

#### **7. Code Enforcement:**

The City of Big Lake is starting to solicit Complaint-Based Code Enforcement. All complaints are to go to Administrative Assistant, Trisha Lindahl. Staff is also looking into another potential tool for residents to submit complaint anonymously which would be accessed through the City's website; this option will be discussed at the next Council workshop.

#### **8. Building Permit Activity YTD through March 31, 2016:**

- Residential – Single-Family New Construction = 14 permits issued
- Residential – Remodels = 21 permits issued
- Commercial – New Construction = 1 permit issued
- Commercial – Remodels = 1 permit issued
- Total Valuation of New Construction and Remodel Permits = \$7,975,500

## **7. OTHER**

Commissioner Vetsch asked if signs for the BLEDA-owned properties have been ordered. Klimmek stated that staff is working on obtaining the signs. She further stated that she did reach out to the developer/builder mentioned at last month's meeting and provided information on the BLEDA-owned parcel on Ormsbee Street.

Commissioner Dickinson stated that as we are investing in a housing study and looking into bringing in new businesses, he believes that one of the best ways to add value to the community would be through code enforcement and that the City shouldn't be afraid to invest in more code enforcement as it is one way to raise property values throughout the City.

Commissioner Danielowski reported that the hospital will be holding an "Experience Resilience Event" to address how to live a healthier life in regards to mental and physical resilience and stress. This event will be held at 8:30 a.m. on April 23<sup>rd</sup> at the Friendly Buffalo.

Commissioner Vetsch reported that he will be holding a Community Roundtable event for business owners to discuss what is going well in the City and what can be improved. This event will be held at 5:00 p.m. on April 21<sup>st</sup> at Russell's On The Lake.

Klimmek stated that the "Big Lake Business Palooza" will be held for local business owners, realtors, and developers to meet in a casual environment to discuss Big Lake, its endeavors, and growing economically. This event, which is being sponsored by the Big Lake Chamber of Commerce and Lupulin Brewing, will be held from 4:30-7:00 p.m. on May 12<sup>th</sup> at Lupulin Brewing.

Commissioner Danielowski reported that the City of Monticello has hired Jim Thares as their EDA Manager.

## **8. ADJOURN**

Commissioner Vetsch motioned to adjourn the meeting at 6:38 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.